



# Organizational Meeting Resolution

## *Of the Town Board of the Town of Long Lake*

January 25, 2023

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## Preamble

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**WHEREAS**, The Town Board of the Town of Long Lake at this Special Meeting on the 25<sup>th</sup> of January, 2023 puts forth the following actions required for the Town government of the Town of Long Lake to be able to function legally in the year 2023;

***NOW THEREFORE BE IT RESOLVED,***

### 1. General Provisions

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- 1.1. That the rules of procedure under Town Law § 63 shall apply to all Town Board proceedings and that the Board may determine further rules of its procedure during the coming year.
- 1.2. That the Town Board shall only adopt by resolution a formal action of the Board as a resolution duly introduced by a specified member and duly seconded by another.

### 2. Officers and Employees

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- 2.1. That within thirty days after the commencement of the term of office for which they are chosen, every town officer shall take and subscribe before the Town Clerk, or Deputy of Town Clerk, the constitutional oath of office and such other oath as may be required by law, which shall be administered and certified by the officer taking the same without compensation, and such oath shall be filed in the office of the Town Clerk.
- 2.2. That the Town Board hereby acknowledges and approves the procurement and maintenance of public official general liability coverage and a blanket undertaking from NYMIR, a duly authorized corporate surety, for the coverage of officers, clerks, and employees in conformance with Public Officers' Law § 11.2.
- 2.3. That the Town Board hereby establishes the following offices and appoints for the term of one year as set forth in *Attached Schedule A*.
- 2.4. That the Town Board establishes reimbursements and annual compensations of the appointed offices is as set forth in *Attached Schedule B*.
- 2.5. That the Town Board establishes salaries per year of the following elected offices as set forth in *Attached Schedule C*.
- 2.6. That no formal action needs to be taken at the organizational meeting to further approve the salaries for employees. In accordance with the established policies within the employee handbook, and as per the terms of any applicable bargaining unit agreements, the salaries for 2023 have been provided for within the 2023 budget. The Town Board has approved 2023 salaries by its action to approve the final budget on October 26, 2022.
- 2.7. That the Town Board establishes the reimbursement rate for mileage allowed to town officers for the use of their own automobiles in the performance of their duties at 65.5 cents per mile. This rate may fluctuate throughout the year according to notices published by the US Internal Revenue Service.

- 2.8. That the Town Board authorizes all Town Officials and employees, with approval of the Town Supervisor or Town Board, to attend any authorized school or seminar with all actual and necessary expenses being a proper Town charge. This includes meetings of a virtual platform.
- 2.9. That the Town Board approves the policies of the Town of Long Lake Employee Handbook, as updated in 2022.
- 2.10. That full-time and eligible part-time employees shall be paid for the thirteen (13) holidays set forth in *Attached Schedule D*.

### 3. Town Board

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- 3.1. That a regular meeting of the Town Board of the Town of Long Lake be held the last Wednesday of each month at 7:00 PM. (Town Law Section 62) Additional Town Board meetings may be called by the Town Supervisor or Town Board as necessary.  
  
All Town Board meetings will be held either at the Long Lake Town Hall, the Long Lake Meal Site, the Long Lake Geiger Arena, or the Raquette Lake Union Free School Gymnasium unless otherwise announced. *See Attached Schedule E*.
- 3.2. That the Town Board may request certain department heads or designees to attend Board meetings where warrants are audited and may be requested to attend certain regular and/or special Town Board meetings.
- 3.3. That the Town Board designates the Hamilton County Board of Ethics to review any claims, disputes, or concerns related to the Town of Long Lake Ethics Policy.
- 3.4. That the Town Board designates Dean Pohl as the Town's Official Delegate to the Annual Meeting of the Association of Towns. The Town Board designates Clay J. Arsenault as the alternate delegate. The Town Board approves Dean Pohl, Clay J. Arsenault, Matt Newby, and Carl Ferrentino to attend the Annual Meeting of the Association of Towns, and to pay their actual and necessary expenses to do so, all of which are specifically authorized by state law as legitimate and proper town charges.
- 3.5. That the Town Board acknowledges the Town Supervisor's current appointments the Long Lake Councilmen to the following committees as set forth in *Attached Schedule F*.
- 3.6. That the Town Board has reviewed and hereby approves the Town Policy Manual.
- 3.7. That the Town Board hereby designates the Town Supervisor as Chief Financial Officer, and as such is authorized to invest surplus money at the best available rates as stated in the Town of Long Lake Investment Policy. [General Municipal Law § 11]
- 3.8. That the Town Board hereby designates the Town Supervisor as Budget Officer for 2023. [Town Law § 103]
- 3.9. That the Town Board hereby grants the Town Supervisor the authority to enter into all necessary agreements to purchase materials, supplies and equipment with a limit of \$20,000.00 or less and utilizing the procurement policy where applicable.
- 3.10. That the Town Board authorizes the Town Supervisor to sign documents in support of regional efforts that directly benefit the Town of Long Lake, and where timing is critical to the success of the effort and thereupon advise the Town Board or seek ratification of any actions by resolution.
- 3.11. That the Town Board authorizes the signing of checks with the facsimile of the signature of the Town Supervisor, as reproduced by a check signer. [Town Law Section 29(3)]

- 3.12. That the Town Board hereby designates the *Hamilton County Express News* and the *Post Star* as the Official Newspaper(s) to publish all legal and public notices.
- 3.13. That the Town Board hereby designates North Country Public Radio (NCPR) as the official radio station for public notices of State of Emergency and messages of an urgent Public Health necessity.
- 3.14. That the Town Board designates the following Official Posting Areas for Public Notices:
  - 3.14.1. In Long Lake, the outside window box at the Town Office Building
  - 3.14.2. In Long Lake, the inside entryway at the Town Hall
  - 3.14.3. In Raquette Lake, the outside window box at Raquette Lake Supply
  - 3.14.4. On the Town Website at [www.mylonglake.com](http://www.mylonglake.com)

## 4. Fiscal Matters

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- 4.1. That the Town Board designates Community Bank, N.A. as the official depository for the Town of Long Lake, and that the Town Supervisor, Confidential Secretary, Principal Account Clerk, Town Supervisor's Clerk, Town Clerk, Deputy Clerks, and Town Justices shall deposit all funds coming into their hands in their official capacities in said bank. [Town Law §64, Subdivision 1]
- 4.2. That the Town Board designates ADP Payroll Services as the official payroll service provider for the Town of Long Lake, and to disburse payroll funds to employees by check or direct deposit; and to permit the withholding of employee pay for payment of taxes, retirement, health, and cafeteria plan benefits. [Banking Law § 96-B; General Municipal Law 93-d: Town Law § 29(3)]
- 4.3. That the Town Board hereby establishes a petty cash fund, which is to be used by the Parks, Recreation, and Tourism Department, at the maximum no-to-exceed amount of \$500.00.
- 4.4. That the Town Board hereby requires that all vouchers are due on Wednesday, one week before the monthly meeting. All vouchers turned in after the designated day will be held until the next scheduled payment of warrants. Warrants will be approved at the monthly meeting.
- 4.5. That the Town Board authorizes the payment in advance of audits of claims for utilities, employee benefits, postage, bond payments, insurance bills, freight, and bid procured purchases which have been awarded by the Board and like vouchers; all such claims to be presented at the next regular meeting audit of the warrants. [Town Law §118(2)]
- 4.6. That the Town Board hereby requires that all bills presented to the Town for payment must be submitted within one year of the date of service.
- 4.7. That the Town Board shall not require the vendor claimant's certification on a voucher to be completed when accompanied by an invoice, or when requested by the relevant department head or Town Supervisor.
- 4.8. That the Town Board hereby reconfirms all fee schedules previously established and in effect from the prior fiscal year.

## 5. Town Highway Fund

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- 5.1. That the Town of Long Lake Highway Department shall maintain a work force the equivalent of 6 full-time positions plus one non-benefitted position; That the permanent work force shall consist of no more than two foremen/MEOs: one in Long Lake and one in Raquette Lake, and four MEO/Laborers.
- 5.2. That the Town Highway Superintendent shall have the authority to enter into all necessary agreements to purchase parts, road materials for repairs and improvements, outside repair contracts, leases and equipment purchases up to a limit of \$10,000.00 in value. With the agreement of the Town Supervisor, this authorization is extended to \$20,000.00 on any of the above expenditures.
- 5.3. That pursuant to § 284 of the Town Highway Law, that the Town Board, Town Highway Superintendent, and Hamilton County Highway Superintendent shall enter into an agreement relative to the expenditure of highway moneys for repair and improvement of Town Highways. The agreement shall be signed in duplicate, signed by a majority of the Town Board members and the Town Highway Superintendent, and filed in the Town Clerk's Office and in the Office of the County Highway Superintendent. [Town Highway Law § 284]
- 5.4. That the Town Board acknowledges that the Town Highway Superintendent shall maintain, improve, and repair all Town roads, parking areas, sidewalks, equipment, and properties as provided for in the annual budget and
- 5.5. That the Town Board may assign additional duties to the Town Highway Superintendent not inconsistent with Town Highway Law, and which are within the general scope of his employment, and which do not interfere with his ordinary duties.
- 5.6. That the Town Board assigns the duties of Transfer Station Supervisor (TSS) for Long Lake and Raquette Lake Transfer Stations to the Town Highway Superintendent, Charles Farr. Mr. Farr will be compensated an additional \$6,000 for the execution of these duties, to be added to his regular salary and divided evenly across the 26 pay periods throughout the year. The TSS will report directly to the Town Supervisor. As an at-will appointment, the Town Board reserves the right to reassign these duties and associated compensation to any officer or employee of the Town of Long Lake as the Board sees fit. If these duties are reassigned mid-year, this additional compensation will be prorated to the current and replacement TSS end and start dates, respectively.
- 5.7. That the Town Board hereby designates all Long Lake Town Roads as snowmobile roads for the 2023-2024 winter season as requested annually by the NYS Department of Environmental Conservation. The Town Board reserves the right to post specific sections of Town roads for non-usage by snowmobiles.
- 5.8. That the Town Board authorizes the Hamilton County Highway Superintendent to post weight restrictions on Town Roads within the Town of Long Lake in conjunction with Hamilton County Roads when deemed necessary during the spring break-up for the calendar year 2023. [Vehicle and Traffic Law Article 41, § 1660 and Article 40, § 1650]

- 5.9. That the Town Board will recognize all Town Highway Department Employees that have either a Class A or Class B license and use their license in the execution of their Town job duties and shall therefore cause the Town to pay a stipend of \$1,560 for Highway employees with a Class A CDL, and \$1,040 for Highway employees with a Class B CDL payable in the next to last paycheck before the year end.

# Organizational Meeting Resolution

## *Of the Town Board of the Town of Long Lake*

January 25, 2023

### SCHEDULE A

---

#### **1. Table A-1 Town Board Appointed Officers**

The Town Board of the Town of Long Lake Appoints the following officers to a one-year term effective January 1, 2023:

<b>Office</b>	<b>Appointee Name</b>
Town Attorney	Carl T. Ferrentino
Town Bond Counsel	TBD
Town Counsel for Real Property and Assessment	Daniel G. Vincelette
Town Engineer	TBD
Town Surveyor	John Deming
Chair of Board Assessment Review	James Blanchard
Code Enforcement Officer	Harry Buxton
Town Physician	Russell Rider
Health Officer	Russell Rider
CEO Board of Health	Russell Rider
Dog Control Officer	Andrew Pauls
Deputy Dog Control Officer	Andrew Teders
Budget Officer	Clay J. Arsenault
Bookkeeper for Highway Fund	Paul Wilson
Bookkeeper for Water District 1	Paul Wilson
Bookkeeper for Water District 2	Paul Wilson
Marriage Officer	Bruce M. Jennings
Marriage Officer	John Hosley
Marriage Officer	Capt. Dean Pohl
Marriage Officer	Capt. Rachel Pohl
Marriage Officer	Capt. Christopher Pike
Cemetery Custodian	Bruce M. Jennings
E-911 Coordinator	Bruce M. Jennings
Town Historian - Long Lake	Hallie Bond
Town Historian - Raquette Lake	Joanna L. Nelson
Town FOIL Officer	Amber Wamback
Agent to Issue Parking Permits to People with Disabilities	Dixie LeBlanc
Senior Town Justice	Brian C. Farr



**2. Table A-2 Town Supervisor Appointed Officers**

The Town Board of the Town of Long Lake acknowledges the Town Supervisor’s appointments of the following officers to a one-year term effective January 1, 2023:

<b>Office</b>	<b>Appointee Name</b>
Registrar of Vital Statistics	Dixie LeBlanc
Confidential Secretary	Matt Newby
Deputy Town Supervisor	Clark J. Seaman

**3. Table A-3 Town Clerk Appointed Officers**

The Town Board of the Town of Long Lake acknowledges the Town Clerk’s appointments of the following officers to a one-year term effective January 1, 2023:

<b>Office</b>	<b>Appointee Name</b>
First Deputy Town Clerk	Amber Wamback
Second Deputy Town Clerk/Records Management	Brian L. Castler
Deputy Registrar of Vital Statistics	Amber Wamback

**4. Table A-4 Town Justice Appointed Officers**

The Town Board of the Town of Long Lake authorizes the Town Justices to appoint the following officer to a one-year term effective January 1, 2023:

<b>Office</b>	<b>Appointee Name</b>
Town Court Clerk	Tina Burnett

**5. Table A-5 Town Highway Superintendent Appointed Officers**

The Town Board acknowledges the Town Highway Superintendent’s appointment of the following officer to a one-year term effective January 1, 2023:

<b>Office</b>	<b>Appointee Name</b>
Deputy Town Highway Superintendent	Craig Wamback

# Organizational Meeting Resolution

## *Of the Town Board of the Town of Long Lake*

January 25, 2023

### SCHEDULE B

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#### **1. Table B-1 Annual Compensation Rates for Appointed Officers**

The Town Board of the Town of Long Lake sets the annual compensation for the following appointed officers for the fiscal year 2023 as follows:

<b>Officer</b>	<b>Compensation</b>
Town Attorney	\$ 7,000.00
Board of Assessment Review Member (x4)	\$ 100.00
Code Enforcement Officer	\$ 49,585.94
Town Physician	\$ 58,000.00
Dog Control Officer	\$ 2,415.06
Deputy Dog Control Officer	\$ 817.09
Cemetery Custodian	\$ 2,896.00
E-911 Coordinator	\$ 2,674.75
Town Historian - Long Lake	\$ 2,415.06
Town Historian - Raquette Lake	\$ 2,415.06
Senior Town Justice	\$ 1,200.00
First Deputy Town Clerk	\$ 36,817.69
Second Deputy Town Clerk/Records Management	\$ 30,960.72
Town Court Clerk	\$ 21,799.26
Confidential Secretary	\$ 63,921.80
Deputy Town Supervisor	\$ 1,728.05

# Organizational Meeting Resolution

## *Of the Town Board of the Town of Long Lake*

January 25, 2023

### SCHEDULE C

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#### **1. Table C-1 Salary of Elected Officials**

The Town Board of the Town of Long Lake sets the annual salary for the following elected positions for the fiscal year 2023 as follows:

<b>Officer</b>	<b>Compensation</b>
Town Board Member, each (4), 4-year Term	\$ 5,349.00
Town Supervisor, 4-year Term	\$ 47,700.00
Town Clerk, 4-year Term	\$ 43,341.00
Town Justice, each (2), 4-year Term	\$ 13,993.00
Town Highway Superintendent, 4-year Term	\$ 55,670.21 <sup>1</sup>
Town Sole Assessor, 6-year Term	\$ 37,162.00

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<sup>1</sup> Regular Salary \$49,670.21. Transfer Station Supervisor additional compensation \$6,000.00. See Page 5, Section 5.6

# Organizational Meeting Resolution

## *Of the Town Board of the Town of Long Lake*

January 25, 2023

### SCHEDULE D

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#### **1. Table D-1 2023 HOLIDAY SCHEDULE**

The Town Board resolves that the Town will pay full-time and eligible part-time year round employees the following thirteen holidays:

*Employees who work on a holiday will be compensated at 1.5 x their regular hourly rate for each hour worked. This is in addition to the holiday pay described above.*

<b>Holiday</b>	<b>Date</b>
New Year's Day	Monday, January 2, 2023
Martin Luther King, Jr. Day	Monday, January 16, 2023
Presidents' Day	Monday, February 20, 2023
Good Friday	Friday, April 7, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth Day	Monday, June 19, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Columbus Day	Monday, October 9, 2023
Veterans' Day	Friday, November 10, 2023
Thanksgiving	Thurs. Nov. 23 & Fri. Nov. 24, 2023
Christmas	Monday, December 25, 2023
New Year's Day	Monday, January 1, 2024

# Organizational Meeting Resolution

## *Of the Town Board of the Town of Long Lake*

January 25, 2023

### SCHEDULE E

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#### **1. Table E-1 2023 TOWN BOARD MEETING SCHEDULE**

The Town Board of the Town of Long Lake hereby adopts the following schedule for Board Meetings for the 2023 Calendar Year:

*Additional Town Board meetings may be called by the Town Supervisor or Town Board as necessary.*

<b>DATE</b>	<b>Time</b>	<b>Location</b>	<b>Meeting Type</b>
January 25, 2023	7:00 PM	Long Lake Town Hall	Special
February 22, 2023	7:00 PM	Long Lake Town Hall	Regular
March 29, 2023	7:00 PM	Long Lake Town Hall	Regular
April 26, 2023	7:00 PM	Long Lake Town Hall	Regular
May 31, 2023	7:00 PM	Long Lake Town Hall	Regular
June 28, 2023	7:00 PM	Long Lake Town Hall	Regular
July 26, 2023	7:00 PM	Raquette Lake Union School Gymnasium	Regular
August 30, 2023	7:00 PM	Long Lake Town Hall	Regular
September 27, 2023	7:00 PM	Long Lake Town Hall	Regular
October 4, 2023	7:00 PM	Long Lake Town Hall	Budget Workshop
October 11, 2023	7:00 PM	Long Lake Town Hall	Budget Workshop
October 18, 2023	7:00 PM	Long Lake Town Hall	Budget Workshop
October 25, 2023	7:00 PM	Long Lake Town Hall	Regular
November 29, 2023	7:00 PM	Long Lake Town Hall	Regular
December 27, 2023	7:00 PM	Long Lake Town Hall	Regular

Additional Budget Workshops may be scheduled for each Wednesday in November, if necessary.

# Organizational Meeting Resolution

## *Of the Town Board of the Town of Long Lake*

January 25, 2023

### SCHEDULE F

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#### **1. Table F-1 TOWN BOARD COMMITTEE ASSIGNMENTS**

The Town Board of the Town of Long Lake accepts the Town Supervisor’s appointees to the following committee seats for the calendar year 2023:

<b>Chair</b>	<b>Sub Chair</b>	<b>Department Committee</b>
Dechene	Pohl	Parks & Recreation
		Snowmobile
		Beach/Skate/Docks
		Long Lake E-911/Fire/EMS (Essex) Emergency Management
Donnelly	Seaman	Buildings/Property/Maintenance
		Multi-Use Mountain Bike Trails
		Personnel
		Medical Building
		Long Lake Transfer Station
Pohl	Dechene	Raquette Lake Highway
		Raquette Lake Water District
		Raquette Lake Transfer Station
		Raquette Lake E-911/Fire/EMS (Herkimer) Emergency Management
Seaman	Donnelly	Long Lake Highway
		Long Lake Water District
		Commerce/Tourism
Dechene	Arsenault	Safety